



Memorandum

Date: June 29, 2012

To: FaDSS Coordinators

From: FaDSS Program Managers

Cc: Janet Shoeman, DHS
Heidi Wicks, IWD

Re: Procedural Change – Exits sent to PROMISE JOBS

Current Procedure – FaDSS Grantees will send a copy of the completed FaDSS Exit form to their local PROMISE JOBS office for all families exiting the FaDSS program. PROMISE JOBS offices are now keeping family files open for an additional 90 days, which encompasses the FaDSS transition period.

New Procedure – FaDSS grantees will no longer send copies of FaDSS exits forms for families leaving the FaDSS program. If families are still receiving FIP and participating in PROMISE JOBS at the time of exit the specialists should indicate on the FaDSS Monthly Participation Verification form (monthly report) the effective date of the family's exit. The date of exit should be documented in item 1 of the form. For families exiting FaDSS during transition (Off FIP but still in FaDSS) no information as to the families exit needs to be sent to PROMISE JOBS.

Rationale – This procedure change is being implemented due to PROMISE JOBS no longer keeping family files open for 90 days. Also, to streamline information going to PROMISE JOBS by using the monthly report to convey the exit information for those families leaving FaDSS while still receiving FIP and participating in PROMISE JOBS.

Effective Date – The effective date of this change will be July 1, 2012.